



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PURCHASING TECHNICIAN III	29	F	7.311
PURCHASING TECHNICIAN II	27	F	7.319
PURCHASING TECHNICIAN I	25	F	7.320

SERIES CONCEPT

Purchasing Technicians provide technical support to the Purchasing Department by processing purchasing orders, maintaining a record system, maintaining open term contracts, transferring funds between agencies of the State, etc.

Incumbents process purchase orders by typing and verifying information, entering orders into computer system, and separating and distributing copies to proper personnel and vendors.

Incumbents prepare legal ads, records and formal invitations to bid and witness bid openings in order to verify vendor's name, bid price, terms, delivery and special conditions.

Incumbents input information from all purchasing documents including billings and payments in order to maintain a record keeping system and accurately track the status of all purchases.

Incumbents review requisitions for items to be purchased off open term contracts and/or warehouse stock; input information into the computer system, determine best price of the items and/or their availability, prepare and issue purchase orders and arrange for their delivery.

Incumbents expedite orders and resolve errors by reviewing all information, contacting the vendor to determine the problem, arranging a delivery or return of items and making corresponding changes to the files in order to accurately account for the purchase.

Incumbents perform related duties of a comparable level or type, as required.

CLASS CONCEPTS

PURCHASING TECHNICIAN III

Under general supervision, the Purchasing Technician III's supervise lower level Purchasing Technicians and assigned clerical staff involved in filling purchase requisitions and processing accounts payable and accounts receivable documents; monitoring, verifying, and issuing supplies to agencies statewide and are responsible for conducting inventory control activities. This class represents the supervisory level within the class series.

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CLASS CONCEPTS (Cont.)

PURCHASING TECHNICIAN II

Under general supervision, Purchasing Technician II's perform the duties described in the series concept and are responsible for filling requisitions, securing the best price and generating purchase orders typically purchased off an open-term contract. Purchasing Technician II's serve as lead workers over other technicians and handle technical tasks of a more difficult nature requiring the interpretation and/or analysis of work assignments. This class represents senior or advanced journey level within the class series.

PURCHASING TECHNICIAN I

Under immediate supervision, Purchasing Technician I's perform the duties described in the series concept and are responsible for verifying and entering data from procurement documents. This class represents the journey level technician within the class series.

MINIMUM QUALIFICATIONS

PURCHASING TECHNICIAN III:

EDUCATION AND EXPERIENCE:

I

Graduation from high school and four years of clerical experience which includes two years technical purchasing experience dealing with pricing products, processing purchasing orders and working with vendors and sales representatives; OR

II

Two years as a Purchasing Technician II in Nevada State service; OR

III

An equivalent combination of education and experience.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of supervisory techniques such as work assignment and review, training, employee evaluation and discipline.

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MINIMUM QUALIFICATIONS

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont.)

Knowledge of State automated purchasing systems, and processing programs used by the department in order to correct and verify purchasing transactions. Knowledge of State policies, rules and regulations as applied to the monitoring of daily transactions and dealing with vendors. Working knowledge of the State Administrative Manual, NRS 333 and other laws regarding contracts and bids as applied to purchasing transactions, conformance to contract and/or bid specifications.

Skill in interpreting purchasing computer reports used in monitoring and correcting system reports.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Thorough knowledge of the rules, regulations and procedures regarding purchasing of open term contracts. Knowledge of purchasing principles and practices such as specifications and standards, contracts and pricing procedures. Thorough knowledge of State purchasing policies and procedures in order to complete a variety of purchasing transactions and answer questions of people external to the department. Knowledge of technical terminology and reference materials pertaining to the area of purchasing.

Skill in operating a computer terminal.

In addition, all the knowledge and skills required at the lower levels of the series.

PURCHASING TECHNICIAN II:

EDUCATION AND EXPERIENCE:

I

Graduation from high school and two years of clerical experience which includes one year of technical purchasing experience involving the handling of purchasing orders and interacting with vendors and sales representatives; OR

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MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: (Cont.)

II

One year experience as a Purchasing Technician I in Nevada State service; OR

III

An equivalent combination of education and experience.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of the rules, regulations and procedures regarding purchasing of open term contracts. Knowledge of purchasing principles and practices such as specifications and standards, contracts and pricing procedures.

Skill in analyzing problems and making decisions involving the evaluation and interpretation of purchasing rules and regulations in dealing with vendors and other governmental agencies/departments.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of State purchasing policies and procedures in order to complete a variety of purchasing transactions and answer questions of people external to the department. Knowledge of technical terminology and reference materials pertaining to the area of purchasing.

Skill in operating a computer terminal.

In addition, all the knowledge and skills required at the lower level of the series.

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MINIMUM QUALIFICATIONS (Cont.)

PURCHASING TECHNICIAN I:

EDUCATION AND EXPERIENCE:

I

Graduation from high school and one year of clerical experience; OR

II

An equivalent combination of education and experience.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of State purchasing policies and procedures in order to process a variety of purchasing transactions and answer general questions of people external to the department. Knowledge of technical terminology pertaining to purchasing.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of office procedures in order to process mail and perform general receptionist duties.

Skill in operating a computer terminal. Skill in verifying and entering data from procurement documents.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	03/16/83R	04/04/75	04/04/75
	10/28/83PC	05/04/83R	05/04/83R
	01/24/84-3	10/28/83PC	10/28/83PC
REVISED:	12/19/85-12	12/19/85-12	12/19/85-12
REVISED:	07/01/93P	06/01/90R	06/01/90R
	09/24/92PC	07/06/90-3	07/06/90-3
REVISED:		07/01/93P	07/01/93P
		09/24/92PC	09/24/92PC